

PCSU REGULAR RECRUITMENT REQUEST FORM

Please complete and submit this form
with the job description (in track changes) to:

Lynnette Kinoshita Email: lynnkino@hawaii.edu Phone: 808-956-3932	Michelle Miyata Email: mmiyata@hawaii.edu Phone: 808-956-9512
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Date: _____

1. Requestor Information:

Requestor Name: _____ Phone #: _____

Email: _____

2. Choose a Type of Regular Recruitment Action (choose one):

Create New Position for Recruitment

Recruit for Replacement Position as is (i.e. no changes)

Recruit for Replacement Position with Changes

(If this is a replacement, provide name of previous employee _____)

3. Position Information:

Project Name: _____ Project #(s): _____
(if there are multiple project #s please include %)

Position Title: _____ No. of Positions: _____

Tentative Start Date: _____ FTE: _____%

Exempt or Nonexempt Position?: _____ Requested RCUH Pay Range: (Optional): _____

*Requested Monthly Salary Rate (excludes benefits/fringe): (\$_____/mo)

Nonexempt - In compliance with the Patient Protection Affordable Care Act (PPACA), effective 07/01/16, the **minimum salaried rate is \$2,371.20/mo** (hourly equivalent to \$13.68/hr)

Exempt - In compliance with the Federal Fair Labor Standards Act (FLSA), effective **12/01/16**, the **minimum salaried rate will be \$3,957/mo**, regardless of the FTE

(To compute monthly salaried rate = hourly rate * 173.333)

4. Requested Posting Requirements:

(Mandatory Posting: RCUH Bulletin Board and HireNet Hawaii Website)

(Minimum Posting: Either 3 calendar days on RCUH website OR 5 calendar days on RCUH Bulletin Board and HireNet Hawaii with NO RCUH website)

How long do you want the position to be posted?: _____

RCUH Website (no cost): Yes or No

Other posting requirements (optional): (e.g. newspaper ads, internet – see Common External Publications (last page))

Newspaper: Name of Newspaper(s): _____ Date(s): _____

Internet: Name of Internet Site(s): _____

Other: Name of Other Source: _____ Date(s): _____

Project # to charge additional posting: _____

5. Additional Requirements of the Job:

- | YES | NO | Does this job involve (check "yes" even if there is a possibility): |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Driving Employee's Own Personal Vehicle
Requirements- Upon Hire: Valid driver's license and personal vehicle insurance (see "NOTES" below) |
| <input type="checkbox"/> | <input type="checkbox"/> | 4WD
Requirement- Post-Offer: 4WD training |
| <input type="checkbox"/> | <input type="checkbox"/> | Driving Volunteers
Requirements- Upon Hire: Valid driver's license and personal vehicle insurance
Post-Offer: Completion of defensive driving course (can be online) |
| <input type="checkbox"/> | <input type="checkbox"/> | Working with Minors (includes public outreach/relations, and volunteer trips)
Requirement- Upon Hire: Criminal background check |
| <input type="checkbox"/> | <input type="checkbox"/> | Field Work
Requirement- Post-Offer: Completion of First Aid/CPR certification |
| <input type="checkbox"/> | <input type="checkbox"/> | Basic Helicopter
Requirement- Post-Offer: Completion of A100
Any other specific heli training required? (i.e. External Sling-load (A219), Heli-Manager, Transporting Pesticides): _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | High Angle Slopes Ropework/Rappelling (different from tree climbing)
Requirement- Post-Offer: Completion of Ropework/Rappelling training
Be sure the project has a Ropework/Rappelling SOP (see "NOTES" below) |
| <input type="checkbox"/> | <input type="checkbox"/> | Firearms Use
Requirement- Upon Hire: Criminal background check
Post-Offer: State of Hawaii Hunter's certification and completion of National Rifle Association (NRA) training
Please be sure the project has a firearms SOP (see "NOTES" below) |
| <input type="checkbox"/> | <input type="checkbox"/> | Non-Restricted Pesticides (i.e. herbicides)
Requirement – None. |
| <input type="checkbox"/> | <input type="checkbox"/> | Restricted Pesticides
Requirement- Upon-Hire: Completion of HAZCOM
Post-Offer: Completion of State of Hawaii pesticides license |
| <input type="checkbox"/> | <input type="checkbox"/> | Diving
Requirement- Upon-Hire: SCUBA certification
Be sure diving is in your (grants) proposal to ensure a diving proposal was submitted to UH (see "NOTES" below) |
| <input type="checkbox"/> | <input type="checkbox"/> | Work in High Altitudes
How high?(may list range) _____ft How often? _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | Boats/Ships |
| <input type="checkbox"/> | <input type="checkbox"/> | Other: _____ |

NOTES: Personal Vehicle Insurance – employee's name must be on the insurance card or policy.
SOPS – If your project does not have an SOP, please contact Renee Nakagawa (rnak@hawaii.edu).
Diving Proposal – To check if a diving proposal was submitted, please contact Nick Joly (njoly@hawaii.edu).

COMMON EXTERNAL PUBLICATIONS (as of 06/07/16)

NAME OF PUBLICATION	DESCRIPTION OF PUBLICATION	ON-LINE/ PRINT	COST OF POSTING/AD	DURATION	DEADLINE FOR RCUH SUBMISSION
CareerBuilder		Online	\$419.00	30 Days	None
Conservation Connection	Old HCA website	Online	Free		None
Craigslist		Online	\$25.00	30 Days	None
Hawaii Job Engine	Hawaii owned and operated online Job Website, focused exclusively on the local market.	Online	Free until 12/31/13	30 Days	None
Hawaii Jobs on Demand	In partnership with Oceanic Time Warner Cable, on-line recruitment portal for Oahu.	Online	\$279.65	30 Days	None
HireNet Hawaii (mandatory for all RCUH postings)	Sponsored by the State of Hawaii, Dept. of Labor & Industrial Relations.	Online	Free	30 Days	None
JobLinkNow (hawaiinewsnow.com)	Affiliated with KHNL/KGMB, on-line recruitment portal for Hawaii's employers.	Online	\$209.42	30 Days	None
Job Spider	Free employment info exchange job board.	Online	Free	30 Days	None
Monster	The premier global online employment solution for people seeking jobs.	Online	\$375.00	30 Days	None
Nature Jobs	The worldwide career resource for scientists, providing a wide range of career advice and info.	Online	\$699.00	30 Days	None
Post Jobs Now	Employers can post jobs and jobs will show up on 49 sites including Google, Indeed, SimplyHired, LinkedIn, Twitter, Yahoo, etc.	Online	\$139.00	30 Days	None
Real Jobs Hawaii	Sponsored by KITV, online recruitment portal for Hawaii's employers.	Online	Free	30 Days	None
Sologig	Sister company to CareerBuilders but specializes in IT & Engineering positions	Online	\$299.00	30 Days	None
Tech Jobs Hawaii	Designed to help job seekers find qualified staff for high tech positions in Hawaii.	Online	Free	30 Days	None
Kauai Garden Isle	Kauai's only daily newspaper.	Print	Approx \$248.00 + tax	1 Sunday	Wed at Noon prior to Sunday's run date
Hawaii Tribune Herald	Daily regional newspaper for Hilo, Hawaii.	Print	Approx \$200.00 + tax	1 Sunday	Tues at Noon prior to Sunday's run date
Honolulu Star Advertiser	Honolulu daily newspaper, State's largest news-gathering organization.	Print	Approx \$1,700.00 + tax	1 Sunday	Wed at Noon prior to Sunday's run date
Maui News	Maui daily newspaper.	Print	Approx \$235.00 + tax	1 Sunday	Thurs at Noon prior to Sunday's run date
Molokai Dispatch	The longest running publication on Molokai. Prints only on Wed.	Print	Varies \$30-\$728	1 Day	1pm Friday prior to Sunday's run date
West Hawaii Today	Daily regional newspaper for the west side of the Big Island from North Kohala to Ka'u.	Print	Approx \$305.00 + tax	1 Sunday	Tues at 4:00 PM prior to Sunday's run date